

**TOWN OF GRANBY
SCHOOL BUILDINGS COMMITTEE MEETING
NOVEMBER 30, 2015
MINUTES**

PRESENT: Gordon Bischoff, Mark Fiorentino, William Kennedy, Stephen Royer and James Sansone (arrived at 4:22 p.m.)

ALSO PRESENT: Alan Addley, Superintendent of Schools, Tom Steinke, BOE Director of Facilities and John Scheib, Architect

Chairman Bischoff confirmed a quorum and called the meeting to order at 4:10 p.m.

Minutes

The Minutes from the November 24, 2015 meeting were distributed and reviewed.

On a MOTION by W. Kennedy, seconded by M. Fiorentino, the Committee voted 3-0-1 to approve the Minutes of November 24, 2015 as presented. S. Royer abstained.

Walk-thru Kelly Lane

Outside, the side driveway area was reviewed where a gate is proposed. This is for the safety of Pre-K students crossing the driveway on their way to the play area. The play-scape at Kearns School will be relocated to Kelly Lane School and partially fenced in. The play-scape at Kelly Lane School is expected to be moved to Wells Road School. The fitness play apparatus will fit in here as well. Discussion ensued regarding cost savings – re: sub out moving the play-scapes, or buy new instead of moving the existing ones.

Inside the building John Scheib continued to explain changes as the group moved thru the hallway and classrooms. He explained that existing sewer lines, located down the hall ways, are useable. The new bathrooms will be hooked into this system. Bathrooms are to be put into the Pre-K and Kindergarten classrooms. A vestibule doorway will be installed at the entrance by the Pre-K and Kindergarten classrooms. Shelving (for coats and backpacks) in the rooms will be modified as needed. The sprinkler systems will also be modified as needed. The old chalk boards in some of the classrooms are encapsulated. For the most part these will be left alone, but in some rooms they will need to be removed or modified as size permits. Safe removal or modification has been taken into considered in the plans. Many of the existing rooms will be modified for a different grade use. The OT/PT room and Intervention room will be modified for classroom use, and the OT/PT rooms will be relocated. The Resource room will be enlarged and reconfigured. It is expected that the computer lab furniture from Kearns School will be brought to Kelly Lane School and set up in the existing lab. The current bathrooms are expected to be gutted, renovated, and reconfigured. There was mention of re-using the current urinals in the boy's bathroom. There was talk about keeping or removing existing lockers. Apparently, the teachers like the idea of keeping them. This would not take the place of cubbies inside a classroom. Ceiling tiles are expected to be reused where they can be, in an effort to match. At the back of the hallway, there was discussion about modifying two existing doorways, making them security doors. This is not in the plan at this time. As for the Lab, these tables and stools will be moved to the Middle School. Six eyewash stations will be needed at the Middle School (this cost is expected to come from Capital funds). It was questioned if the existing eyewash station here can be moved. The climbing wall from Kearns School will be moved to the Kelly Lane School gym. The Principal's Office will be relocated and a backdoor for his office will be installed.

Discussion on Preliminary School Renovations with Architect John Scheib

The Committee spoke with John Scheib and reviewed more material. Regarding Wells Road School, it is anticipated that furniture and a play-scape are to be moved. Briefly discussed, was the budget for the project. An estimated cost of \$800,000 has come from the Architect, working with the BOE. There is a contingency of 10% built in. So far, security doors are listed as an Add Alternate. It was asked if any other funds might be available. J. Sansone asked if any of the money for the project might be eligible for School Reimbursement through the state. A small amount might be. This should be researched further and could be addressed after the fact.

There will be a Town Meeting on Monday, December 14, 2015 at 7:00 p.m. at the High School Auditorium. There will be a vote to authorize the funding for this project.

There was discussion about the work being done over a ten week period of time during the summer of 2016 or stretching it out to where part of the work would be done during the summer of 2016 and the balance done during the summer of 2017. This would not affect students being in classrooms during the 2016 or 2017 school years. Pros and cons of each idea were reviewed and discussed, as well as the feasibility of the work actually being completed in the ten week timeframe. Taken into consideration was the moving of the furniture from school to school and the teachers, movers, and BOE maintenance staff that will be involved. There was discussion as to if the BOE has a preference – one summer vs. two summers – for the work to be done. Mr. Addley stated they will work with whatever this Commission recommends. There was further discussion about contracts and splitting them if the work goes to a two summer schedule. What if the project work runs behind schedule? Could classrooms at Kearns School be used for two weeks, while the work is finished? (some of these questions don't have answers at this time) Liquidated damages – this item needs to be written into the contract for the accepted Contractor. There will be minimal restrictions as to when work can be done. Saturdays and nights would be ok, but working on Sunday was still questionable. There was a brief discussion on dividing the project into two or more separate contracts (dividing some of the work). Hopefully, a contractor with school renovation experience will present a bid and be chosen to do the work. A walk thru of the Kelly Lane School prior to anyone bidding on the job was discussed. It could be made mandatory or not.

Timeline

Chairman Bischoff created a preliminary timeline to share with the committee. This was reviewed.

- Confirm one or two summer approach
- Town Meeting on December 14, 2015
- Aggressive schedule – when can RFP be ready for review by Town Manager? When can it go out to bid?
- Bidders meeting, possibly on a Saturday at Kelly Lane School. From this meeting there probably would be bidder questions – then issue an addendum with the answers.
- Bids due at the end of January 2016 (early February)
- Bidder selection, contract finalization
- Project kick off – end of February (early March)
- June 17 or 18, 2016 start date for work – depending on last scheduled day of school
- Firm completion date of August 19, 2016

John Scheib was asked how long the contractor should have the specs before the bid date. (usually it's a 3 – 4 week period of time) The walk thru could be scheduled about a week after contractors pick up the specs. An end date for any questions should be determined.

The specs are expected to be done by January 16, 2016.

On a MOTION by W. Kennedy, seconded by M. Fiorentino, the Committee voted 4-0-1 to approve that the renovations to Kelly Lane School be done within a one summer timeframe (estimated 10 weeks) and the contract for construction should designate this timeframe. Abstention by S. Royer.

Meeting Dates

The Committee discussed setting regular meeting dates. It was suggested that the Committee meet once a week for a while. Mondays at 4:00 p.m. seems to fit everyone's schedules. Committee members agreed that meetings should go for 1 hour to 1 ½ hours, but no longer if possible. The meetings will be held at the Police Department Community Room. There will not be a meeting on Monday, December 28, 2015.

The next meeting is scheduled on Monday, December 7, 2015, 4 p.m. at the Police Department Community Room.

On a MOTION by W. Kennedy, seconded by G. Bischoff, the Committee voted (4-0-1) to adjourn the meeting at 6:35 p.m. Abstention by S. Royer.

Respectfully submitted,

Susan Christian
Recording Secretary